



## PLEASE READ BEFORE COMPLETING THE ONLINE APPLICATION FORM

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*The information requested in the application form is collected (and stored) in accordance with the Privacy Act 1993 for the purpose of assessing your suitability for employment at Open Home Foundation (OHF). At OHF, our organisation's mission, vision and values are important and guide the way we operate. By completing this form, openly and honestly, you are helping to support our vision and values.*

*If you are short-listed for an interview, you will be asked to give us written consent to a police and MSD background check at the time of interview. This is because OHF deals with people in vulnerable situations and has a duty to ensure potential employees have maintained personal standards of conduct and behaviour that do not compromise the integrity of our services. It is also required under the Oranga Tamariki Act as part of our safety checking obligations.*

### Eligibility for employment

*To be employed at OHF you must be eligible to work in New Zealand. Should you become the preferred candidate, and you are not a NZ citizen or permanent resident, you will be asked to provide us a copy of your visa.*

### Background checks

*Depending on the nature of the role you are applying for, we will need to conduct additional background checks, which include: references, tertiary qualifications, police or Ministry of Justice checks, and MSD history.*

#### **Police checks**

*OHF requires you to disclose all convictions.*

*If you are applying for a role predominantly working directly with tamariki or rangatahi, then an exemption to the clean slate provisions applies and your record is not able to be 'clean slated'. This means that for a role involving tamariki and rangatahi, you will be required to disclose all criminal convictions.*

### Referees

*Referees will be contacted as part of the short-listing. Please provide the names of at least two people who could act as referees for you. One of these should be a current or past manager who can speak to your work performance. One needs to be a 'faith referee' and in a position to comment on your faith position.*

*We may make contact with a referee before interview, but please note, that OHF will contact you before making contact with your referees.*

### Tupu Tahi

*One of our values is Tupu Tahi – valuing each other and the journey together. This is related to our commitment to the Treaty of Waitangi.*

### Acknowledgement

*By submitting this application on-line you are stating that the information in the application is true and correct. If I have supplied incorrect or misleading information, or have omitted any important information, I may be disqualified from appointment, or if appointed, may be dismissed.*